

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Personal Services Status

FROM:

Chief, Executive and Planning  
Staff, FBIS

EXTENSION

NO.

FBIS-0299-88

DATE

28 December 1988

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/P&RS/DS&T  
Room 6E45 Hqts.

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FBIS-0299-88  
28 December 1988

MEMORANDUM FOR: Chief, Planning and Resources Staff, DS&T

FROM:

Chief, Executive and Planning Staff, FBIS

STAT

SUBJECT: Personal Services Status

REFERENCE: Yr Notes on FBIS Personal Services Status,  
dtd 14 Dec 88

1. In response to action items identified in the referenced memo, we provide the following information:

A. We have sought to hold the line on our part-time account to actual FY 88 FTE while seeking to reduce the number through attrition. We rely heavily on our cadre of part-timers to fill IS vacancies and provide administrative assistance in our field bureaus and will most likely adjust our expenditures in SOC 1149 to cover.

B. Obligations for one-time local bonuses were registered in this reporting period and account for some amount of the percentage over straight line. We plan to adjust the SOC 1152/1211 shortfall spread as well.

C. FBIS plans to transfer approximately \$20,000 in overtime expenses to other components.

D. To date, we have obligated for the following awards: approximately \$10,000 for language achievement; \$3,000 for exceptional performance; and \$152 for safe driving.

2. For the record, I wish to take issue with the categorization of our indigenous salary account as a "controllable area". While we can certainly control the number of our employees, and we continue to do so, our indigenous staff is paid in local currency and we are at the mercy of exchange rate fluctuations. As your staff is well aware, slight deviations in the local exchange rate at some of our larger bureaus can trigger significant changes in our payroll.

FOR THE DIRECTOR, FBIS

151

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ADMINISTRATIVE - INTERNAL USE ONLY

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Distribution:

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FBIS/E&PS/

28Dec88

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